



## **JOB DESCRIPTION**

Title: **LIBRARY TECHNICIAN**  
Department: Library  
Class Code: 5420  
FLSA Status: Non-Exempt  
Effective Date: July 1, 2013  
Grade: 13

### **GENERAL PURPOSE**

Under the supervision of the Assistant Library Director, manages all financial, acquisitions, and cataloging operations of the library. The position is responsible for all purchasing, receipt, payment, general bookkeeping, tracking library materials orders, reconciling catalog records, and processing of library materials.

### **EXAMPLE OF DUTIES**

- \*-- Prepares purchase orders, processes field purchase order check requests, and claim vouchers on a weekly basis.
- \*-- Downloads cataloging records and modifies them for local needs.
- \*-- Processes library materials for circulation.
- \*-- Receives materials and supplies, verifying invoice for payment.
- \*-- Orders all office and/or processing supplies.
- \*-- Maintains and reconciles petty cash fund.
- \*-- Performs basic circulation duties at the Public Service desk as a member of a service team.
- Performs other duties as assigned.

### **DISTINGUISHING CHARACTERISTICS**

Under the guidance of the Assistant Library Director, this individual is responsible for the effective and efficient management of the Technical Services department.

## **MINIMUM QUALIFICATIONS**

### Education and Experience

- Bachelor's degree in a business or library-related field and one (1) year experience in a technical service related position, or any combination of education and experience.

### Special Requirements

- Must be adaptable to changing work hours. Must be willing to work evenings and Saturdays.

### Necessary Knowledge, Skills and Abilities

- Thorough knowledge of accounting methods used in keeping fiscal accounts.
- Thorough knowledge of cataloging standards.
- Knowledge of library terminology, procedures, routines, and equipment.
- Good knowledge of business administration.
- Ability to understand and carry out oral and written directions.

## **TOOLS & EQUIPMENT USED**

- Library computer system, personal computer, OCLC, word processing and database management software, copy and fax machine, phone.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operated objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus to both print and electronic text.

## WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

-- Work is performed primarily in a library setting. The noise level in the work environment is generally quiet.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

H. R. DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

\*Essential functions of the job.